

## JOB DESCRIPTION BOARDING ACADEMIC SUPPORT

<b>Date</b>	<b>April 2021</b>
<b>Employment Conditions</b>	<b>Part-time (0.5 FTE), three year contract term subject to successful completion of 6 month probation period</b>
	<b>In accordance with the St Mary's Anglican Girls' School Enterprise Agreement 2018</b>
<b>Reports to</b>	<b>Head of Boarding</b>

St Mary's Anglican Girls' School is an independent day and boarding school for over 1400 girls from Kindergarten to Year 12. The school is located close to the ocean in the northern suburb of Karrinyup and, during term time, is home to over 185 boarders.

### ROLE

An exciting opportunity exists for an engaging and innovative educator to broaden their academic experience through involvement in the warm, caring boarding context of St Mary's Anglican Girls' School.

We are seeking to appoint an inspirational teacher to assist the boarders academically, supporting them as they transition from their respective rural or international school and helping them to establish effective study, organisational and life skills for the future.

The role requires four nights a week (Monday-Thursday) from 4.00 - 9.00pm. This includes supervising the preparatory sessions and workshops from 6.00 - 9.00pm, with administrative time and staff meetings from 4.00 - 5.30pm. This is a term-time only position.

### RESPONSIBILITIES

#### General Duties

- In consultation with the Head of Boarding, plan and implement the Boarding House Preparatory Program for Years 6 to 12.
- Deliver generalist study workshops and run tutoring sessions in a relevant area of expertise. Generalist workshops include:
  - How-to-study workshops for Years 10 to 12 boarders
  - Post-prep program for Years 7 to 9 boarders
- Be a point of contact for questions concerning academic support in the boarding house.
- Develop, manage and maintain an online booking system for the specific tutor, teacher, subject and workshop offerings each week that students can sign up to.
- Foster a culture of positive academic success in the boarding house.
- Be available to support boarders individually with academic concerns.
- Attend major boarding house events and functions as required.

## BOARDING ACADEMIC SUPPORT

### Specific Tasks

#### Students

- Manage the 'Post Prep Program' for Year 7 boarders which is a thirty-minute session aimed to support the students in their positive wellbeing.
- Meet weekly with Year 6 boarders 1-on-1.
- Allocate 'study buddies' to new boarding students in Years 8 to 12 so as to allow them to effectively manage the transition into the increased academic demands of St Mary's.
- Monitor students' progress via SEQTA Academic Communications and weekly reports and align specific support as required.

#### Staff (Academic teaching staff and Boarding tutoring staff)

- Monitor and report on the effectiveness of academic tutors who support prep time in the boarding house.
- Ensure a positive working environment is maintained across all prep areas at all times, intervening with students and staff when necessary.
- Liaise with academic and tutoring staff when students are struggling or need additional support, in consultation with the Head of Boarding and the boarding students' parents.
- Work closely with the respective Heads of Year, Junior School staff, Learning Support Department and School Psychologists in managing the academic needs of boarders.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

## EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

### Education/Qualifications

#### *Essential*

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia or the ability to obtain teaching status within WA.
- Current WWCC and Senior First Aid.
- Knowledge and understanding of Mandatory Reporting and Child Safe practices.

### Experience and Skills

#### *Essential*

- Experience in the education sector.
- Excellent communication skills, both written and verbal.
- Excellent attention to detail and organisational skills.
- Understanding of SEQTA.
- Ability to implement positive reinforcement strategies that maximise learning in a cheerful and authentic manner.
- Proficient computer skills.
- Ability to make sound judgements and exercise tact and discretion.

## BOARDING ACADEMIC SUPPORT

### *Desirable*

- Academic 'all-rounder' preferred, although strong upper school Maths or English would be beneficial.
- Understanding and knowledge of working within an all-girl environment.
- Knowledge of boarding, boarding standards and current boarding practices.
- Visionary and innovative in looking at and understanding learning styles and study skills.
- Evidence of Positive Education and wellbeing ideas and initiatives.
- Experience in teaching English as an Additional Language/Dialect (EALD) would be an advantage.

### **Personal Qualities**

#### *Essential*

- Passionate about working with children and helping them to reach their potential.
- Ability to work both independently and collaboratively as part of a team.
- Ability to communicate positively and effectively with the School community.
- Trustworthy and reliable.
- Enthusiastic and dedicated.
- Willingness to be involved in the broader life of the school.
- Friendly and outgoing with a good sense of humour.

## WORKING RELATIONSHIPS

### **Internal**

Principal  
Head of Boarding  
Boarding staff  
Teaching staff  
Library staff  
Boarding tutors  
Boarding students  
Indigenous Liaison

### **External**

Boarding families  
External tutors

## OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.